

## Staffing Guide

Position Description			<b>Laborer</b>		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> <li>Hours of Operation _____</li> <li>Occupancy Rate _____</li> <li>Seasonal/Peak Workload <u>  X  </u> _____</li> </ul>	<ul style="list-style-type: none"> <li>Staff Supervised _____</li> <li>Facility Layout <u>     X     </u></li> <li>Facility Size <u>     X     </u> _____</li> </ul>	<ul style="list-style-type: none"> <li>Facility Age _____</li> <li>DPW Support <u>     X     </u></li> <li>DOL Support <u>     X     </u> _____</li> </ul>		
Workload/Staffing Comments: <b>Position may be full time, part time or flex.</b> <b>Supervised by appropriate management staff.</b>					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
<b>Staffing Standard*</b>	<b>Not Authorized</b>	<b>2 (NA-1)</b>  Staffing level may be increased with local justification based on facility layout and age	<b>3 (NA- 1)</b>  Staffing level may be increased with local justification based on facility layout and age	<b>5 + (NA- 1)</b>  Staffing level may be increased with local justification based on facility layout and age	<b>7 + (NA-1)</b>  Staffing level may be increased with local justification based on facility layout and age
<b>Alternate Staffing Standard</b> (If Required)	<b>None</b>	<b>1 additional (NA-7) worker for every 100 rooms at remote sites</b>	<b>1 additional (NA-7) worker for every 100 rooms at remote sites</b>  Staffing level may be increased with local justification based on facility layout and age	<b>1 additional (NA-7) worker for every 100 rooms at remote sites</b>  Staffing level may be increased with local justification based on facility layout and age	<b>1 additional (NA-7) worker for every 100 rooms at remote sites</b>  Staffing level may be increased with local justification based on facility layout and age
Explanation of Alternative Staffing Standard:  <b>Remote site defined as separate installation</b>					
Staffing Standard Footnotes *Higher grade requirements for this position must be justified locally (Copies of Job Descriptions attached, NA-2, NA-3, NA-4)					